

STATE OF LOUISIANA
ADMINISTRATIVE PLAN FOR PUBLIC ASSISTANCE



Governor's Office of Homeland Security and Emergency Preparedness
January 16, 2009

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ANNEXES ACTIVE DISASTERS

A.	Hurricane Cindy	FEMA DR 1601-LA
B.	Hurricane Katrina	FEMA DR 1603-LA
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I. AUTHORITY

1. State

1. Louisiana Disaster Act of 1993, as amended
2. Executive Order of the Governor
3. Louisiana Public Assistance Administrative Plan

2. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5206, Public Law 93-288, as Amended
2. 44 CFR Part 206
3. 44 CFR Part 13, Grants and Cooperative Agreements with State and Local Governments (Common Rule)
4. 44 CFR Part 9, Floodplain Management and Protection of Wetlands
5. 44 CFR Part 10, Environmental Considerations
6. 44 CFR Part 11, Claims
7. 44 CFR Part 14, Administration of Grants, Audits of State and Local Governments
8. 44 CFR Subchapter B, Insurance and Hazard Mitigation National Eligibility Criteria
9. OMB Circular A-102
10. OMB Circular A-110
11. OMB Circular A-133
12. OMB Circular A-21
13. OMB Circular A-87
14. OMB Circular A-122
15. Executive Order 11988, Floodplain Management
16. Executive Order 11990, Protection of Wetlands
17. Executive Order 12612, Federalism
18. Executive Order 12898, Environmental Justice
19. 16 U.S.C. § 3501, Coastal Barrier Resources Act
20. 16 U.S.C. § 470, National Historic Preservation Act
21. 16 U.S.C. § 1531, Endangered Species Act References
22. 44 CFR Part 207

II. PURPOSE

The purpose of the Public Assistance (PA) Administrative Plan is to identify and provide guidelines and procedures in the event of a natural or manmade disaster within the State of Louisiana (hereinafter referred to as the "State"). Moreover, the Plan provides guidance to State and Local entities as to their responsibilities to the citizens of the State; and to assist those entities that are affected by any such disaster by the implementation of the Federal Emergency Management Agency (FEMA) Public Assistance Program. This Plan will be incorporated as an Attachment to the State of Louisiana Emergency Operations Plan, in compliance with 44 CFR §206.207 (4).

The Plan contains Annexes that include specific details and conditions for different disaster events. These Annexes include declaration and other pertinent information regarding each specific disaster.

The performance period for this plan is January 1, 2009 through December 31, 2009.

III. DEFINITIONS

Federal

1. **Alternate Project:** A sub grantee may determine that the public welfare would not be best served by restoring a damaged facility or its function to the pre-disaster design. In this event, the sub grantee may use the Public Assistance grant for permanent restoration on that facility for other purposes. [Note: This complies with the Stafford Act § 406 (c)(1), 44 CFR § 206.203 (d)(2), PA Guide (FEMA #322), pgs 84 and 85.] Projects other than the damaged facility on which the sub grantee spends eligible funds are referred to as alternate projects.
2. **Applicant:** A State, local, Indian Tribal government, other legal entity, or certain private non profit organizations that receive a sub grant award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the Sub grantee.
3. **Emergency Work:** Work which must be done before, during, and immediately after a disaster event to save lives and to protect improved property and public health and safety or to avert or lessen the threat of a major disaster. Under the Public Assistance Program, Category A (Debris Removal), and Category B (Emergency Protective Measures) are referred to as Emergency Work.
4. **Federal Emergency Management Agency (FEMA):** The Federal agency responsible for coordinating disaster recovery efforts.
5. **FEMA State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, terms and conditions for assistance resulting from a Federal disaster or emergency declared by the President. The FEMA Regional Director and the Governor sign the document.
6. **Governor's Authorized Representative (GAR):** The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement. Normally, the GAR will also be designated as the State Coordinating Officer.
7. **Grantee:** The government to which a grant is awarded and which is accountable for use of the funds provided. The Grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For

purposes of this plan, the State of Louisiana, hereinafter referred to as the State, is the Grantee.

- 8. Hazard Mitigation:** Cost effective measures that will reduce the potential for damage to a facility from a similar declared disaster event.
- 9. Hazard Mitigation (Section 406):** Mitigation measures must be related to the eligible disaster-related damages and must directly reduce the potential of future, similar disaster damages to the eligible facility. They are different from mitigation measures that are considered for eligibility under the Hazard Mitigation Grant Program (HMGP) of Section 404 of the Stafford Act. In the HMGP program, measures are proposed that may involve facilities other than those damaged by the disaster, new facilities or even non-structural measures such as development of floodplain management regulations
- 10. Immediate Needs Funding:** An advance of grant funds by FEMA, not to exceed 50% of the Preliminary Damage Assessment estimate, to assist with payment of emergency work within the first 60 days after a declared disaster occurs.
- 11. Improved Project:** When performing restoration work on a damaged facility, a sub grantee may decide to use the opportunity to make improvements to the facility. Projects that incorporate such improvements are called improved projects. The improved facility must have the same function and at least the equivalent capacity as that of the pre-disaster facility. Funding for such projects is limited to the Federal share of the costs that would be associated with repairing or replacing the damaged facility to its pre-disaster design. The sub grantee must obtain approval for an improved project from the State prior to construction.
- 12. Joint Field Office (JFO):** A temporary facility established in a Presidentially declared disaster area to serve as the field headquarters for FEMA, other Federal, and State recovery personnel, and as the focal point for disaster operation, direction, coordination and information.
- 13. Large Project:** Approved projects estimated to cost the same or more than the large project threshold amount (\$64,200 for fiscal year 2009). The large project threshold is an amount of approved project estimated costs adjusted annually to reflect changes in the Consumer Price Index for all Urban Consumers. The large project threshold amount applicable to any project is that amount in effect on the declaration date of the disaster, regardless of when project approval is made or when the work is performed.
- 14. Permanent Work:** Restorative work performed on damaged facilities through repairs or replacement, to predisaster design and current applicable standards. FEMA PA Categories C through G are referred to as permanent work. Under the Public Assistance Program, Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment, Category F (Utilities),

and Category G (Parks, Recreational Facilities, and Other Items), are referred to as Permanent Work.

- 15. Project Worksheet (FEMA Form 90-91):** Form used to document the scope of work and cost estimate for a project.
- 16. Public Assistance Coordinator (PAC):** a FEMA program expert who serves as the sub grantee's representative on PA Program matters and manages the processing of the sub grantee's projects.
- 17. Small Project:** Approved projects estimated to cost less than the large project threshold amount.
- 18. Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation and environmental reviews as they relate to Public Assistance Program funding.
- 19. State Coordinating Officer (SCO):** The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government. Normally, the SCO will also be designated as the GAR.
- 20. State Public Assistance Officer (SPAO):** The person responsible for administering the Public Assistance Program at the State level. SPAO will normally be a member of the State Emergency Management staff.
- 21. Sub grantee:** A government, other legal entity, or certain private non profit organizations that receive an award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the Applicant.

State

- 1. Applicant's Agent:** The Applicant's point-of-contact for all matters pertaining to its request for Federal assistance.
- 2. Applicant Liaison:** A State customer representative responsible for providing applicants with State specific information and documentation requirements. The Liaison works closely with the State Public Assistance Officer (SPAO), FEMA and Disaster Recovery Specialists to provide any assistance the applicant may require. Louisiana refers to this role as a State Applicant Liaison (SAL).
- 3. Assistance:** Any form of Federal grant under sections 403, 406, and 407 of the Stafford Act to replace, restore, repair, reconstruct, or construct any facility and/or its contents as the result of a major disaster, and to fund debris removal and emergency measure activities.

4. **Disaster Recovery Specialist (DRS):** The Disaster Recovery Specialist provides guidance and oversight to the Sub-grantees in preparing documentation/invoices/information to request reimbursement. The Disaster Recovery Specialist review approved grants and processes payments in conjunction with the State and FEMA; and provides guidance and assistance to the sub-grantee to ensure compliance with appropriate laws and regulations.
5. **Disaster Recovery Specialist Lead:** Coordinates the activities of multiple Disaster Recovery Specialists and is responsible for reviewing the DRS work product.
6. **Louisianapa.com:** Web based public assistance program which allows applicants to submit documentation and monitor grant progress electronically.
7. **Private Non-Profit (PNP) Facility:** Any PNP education, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing a health and safety service of a governmental nature to the general public and such facilities on Indian reservations.
8. **State Disaster Recovery Chief (SDRC):** The person responsible for administering the PA Program at the State level. The SDRC is the Assistant Deputy Director, Disaster Recovery Division, The Governor's Office of Homeland Security and Emergency Preparedness.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

When a disaster occurs and a locality has responded to the best of its ability and is, or will be, overwhelmed by the magnitude of the damage, the community turns to the State for help. Parish Directors of Homeland Security and Emergency Preparedness will provide written correspondence when possible to The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), through the Assistant Deputy Director for Emergency Preparedness (ADD, Disaster Recovery), with notification that local resources cannot respond to the disaster situation, and that State supplemental assistance will be required. The request of assistance will be processed in accordance with the provisions of 44 CFR Part 206.31 – 206.48. The Governor, after examining the situation, may direct the GOHSEP Director to activate the State's emergency plan and authorize the use of State police or the National Guard, or commit other resources, as appropriate to the situation. If it is evident that the situation is or will be beyond the combined capabilities of the State and local resources, the Governor may request that the President of the United States declare, under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, (the Stafford Act), that an emergency or major disaster exists in the State of Louisiana.

Federal assistance following disasters is coordinated by FEMA. Authorized under the Stafford Act, this supplemental assistance is to help States recover from disasters as quickly as possible. A disaster contract is established between FEMA and the State for each disaster declared by the President.

In accordance with 44 CFR § 206.207 (b), the Governor of the State of Louisiana has designated GOHSEP as the State agency to coordinate federal assistance under the Stafford Act, and, as such, has the responsibility for the overall management and administration of Stafford Act Public Assistance (PA) Program. The Governor's Authorized Representative (GAR), is designated by the Governor as the responsible official for the administration of the PA Program. The GAR, or his/her designee, will maintain close communication; and provide technical advice, assistance, and guidance as a liaison to the Sub-grantee during the recovery period and throughout the duration of each disaster declaration. The guidance, assistance, and program management provided shall be sufficient to ensure both Grantee and Sub-grantee compliance with the FEMA-State Agreement and Grant conditions. If the magnitude of the disaster warrants, the Governor may appoint a State Coordinating Officer (SCO).

GOHSEP responsibilities include, but are not limited to the following:

- The overall direction, control, coordination, and supervision of damage assessment operations for the State and its political subdivisions
- Assembling a group for development of damage assessment strategies as the situation warrants
- Administration and supervision of the PA Program
- Publicizing PA Program availability
- Coordinating and Scheduling of Applicants' Briefings
- Conducting Applicants' Briefings
- Assisting in the selection of Joint Field Office (JFO) or Field Operating Facility (FOF) location
- Notifying State agencies of Federal-State meetings
- Submitting the Request for Public Assistance (RPA) forms to FEMA
- Notifying Applicants and State Agencies of project documentation requirements
- Hiring and training of temporary employees as necessary
- Assisting in determining Applicant eligibility
- Disbursing funds
- Maintaining financial records and accountability
- Processing of reports
- Processing of Appeals and Time Extensions
- Requesting, responding, and coordinating Federal and State audits
- Review and approval of Improved Projects
- Review and coordination of FEMA approval of Alternate Projects
- Reviewing Project Worksheets (PW) for accuracy, completeness, and hazard mitigation opportunities
- Assist in identifying and formulating internal and external disaster specific guidance

B. Assignment of Responsibilities

Governor's Authorized Representative (GAR) – The senior representative of the Governor for coordination of federal assistance and the person designated by the Governor to execute all necessary documents for Stafford Act disaster assistance programs on behalf of the State. The GAR is responsible for State compliance with the FEMA-State Agreement. The GAR may be represented by the Deputy GAR who will have such responsibilities and authorities as the GAR may delegate to him/her. Any authoritative delegations will be represented in writing.

State Coordinating Officer (SCO) – The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal Government. The SCO may be represented by the Deputy SCO who will have such responsibilities and authorities as the GAR may delegate to him/her. Any authoritative delegations will be represented in writing.

Assistant Deputy Director, Disaster Recovery (ADD, Disaster Recovery) – The person responsible for the State’s Disaster Recovery Program, to include administration of the Stafford Act Public Assistance Program and the Hazard Mitigation Grant Program.

C. Administrative Support Staff

The staffing level required for the PA Program is a function of several factors, including:

- Number of declared parishes
- Number and types of applicants
- Population density of the affected area
- Preliminary Damage Assessment estimates for the costs and types of damage
- Geographic scope of the disaster area
- Disaster-specific requirements for specialization

The GAR and FEMA will determine the number of Deputy Public Assistance Officers (DPAOs), State Applicant Liaisons, Project Officers (POs), Specialists, Database Specialists, and other staff required during a joint staffing meeting. Based on the decisions made concerning staff requirements, the State will then augment FEMA by utilizing State technical assistance and financial consulting contractors, emergency standby services, disaster recovery contractors, and State employees. Attachment 1 represents the State’s current organization.

Due to the magnitude of some disasters, the State will exceed its capability to respond, disseminate, and manage the Public Assistance Program with the existing State staff. Due to the catastrophic nature of certain presidentially declared disasters, recovery contract services will be needed to assist with public relations, dissemination of information, and management of the disaster. Additionally, should the State’s existing facilities be insufficient and if FEMA fails to provide adequate office space to manage the disaster, the State is authorized to lease appropriate office space utilizing a Category Z PW for funding.

In some circumstances, multiple Deputy Public Assistance Officers will be needed. For example, a separate Debris Deputy Public Assistance Officer will be needed in the event of major debris issues following a disaster. Due to differing magnitudes and types of disasters, staffing requirements will vary. The following personnel may be used to assist the GAR and the SCO in meeting PA Program administrative requirements:

1. **State Disaster Recovery Chief (SDRC):** The person responsible for administering the PA Program at the State level. SDRC will be the Assistant Deputy Director, Disaster Recovery Division, The Governor’s Office of Homeland Security and Emergency Preparedness.
2. **State Public Assistance Officer (SPA0) or Public Assistance Group Chief (PAGC):** The person who manages the State PA staff; coordinates personnel

activities in the JFO; acts as the Point of Contact (POC) for all program issues; responsible for coordinating Preliminary Damage Assessment (PDA) activities; reviews and briefs the SDRC on financial status of the event and any ongoing activities in the field; coordinates Applicants' Briefings.

3. **Technical Services Group Lead (TSGL):** The person who manages specialized Public Assistance staff that includes, but is not limited to, engineers, legal, appeals and insurance specialists and interfaces with FEMA counterparts to resolve technical issues relative to the application of regulation and policy to the PA Program.
4. **Project Officers, Program Specialists, Technical Specialists, State Inspectors:** Qualified personnel from applicable State agencies or State TAC who may assist the State emergency management staff in resolving technical and regulatory matters, assessing damages, preparing and reviewing Project Worksheets, coordinating with FEMA Public Assistance Coordinators (PACs) and conducting interim and final inspections when necessary.
5. **State Applicant Liaisons:** Representatives of the SDRC responsible for providing applicants with State specific information and documentation requirements, and technical and regulatory advice relative to the PA Program. The Liaison works closely with the SPAO and PO's to provide any assistance the applicant may require.
6. **Disaster Recovery Specialist (DRS) Staff:** Staff is responsible for providing guidance and technical assistance to the sub-grantees to facilitate compliance with the regulatory provisions of the PA Program, the review of payment requests and documentation, and the processing of payments.
7. **Document Review:** This staff provides the quality review of the DRS document review and payment processing.
8. **Financial Section:** A primary backup for the DRS during JFO operations; verifies the presence of all necessary Applicant documentation for eligibility; generates and monitors critical documents necessary to support the PA Program; coordinates with Federal administrative resource personnel to conduct periodic reconciliations between programs and finance; processes all reimbursements and advances of Public Assistance and 406 mitigation funds.

- 9. Public Information Officer:** This person is responsible for handling media inquiries and developing information released to the public.
- 10. Appeals Manager:** Individual responsible for collecting, reviewing, researching and formulating the State's position on Applicant appeals of FEMA and State decisions.
- 11. Information Systems Manager:** Individual responsible for the management and organization of all PA Program documentation and data bases provides access to such data to interested parties.
- 12. Other Administrative Support Personnel:** IT specialist, Administrative Technicians, File Maintenance Clerks

D. Staff Funding

The initial cost for additional administrative support personnel will be incurred by the State. A claim for reimbursement will be submitted to FEMA in accordance with the management and administrative cost provisions of 44 CFR § 207.

V. DIRECTION, CONTROL, AND ADMINISTRATION

A. Pre Declaration Activities

Prior to a declaration of an emergency or disaster, the Public Assistance Section of GOHSEP shall engage in the following endeavors:

1. Identify potential applicants for Public Assistance by using lists developed by the EOC and ongoing personal contact with local emergency managers.
2. Educate potential applicants on the Public Assistance Program.
3. Prepare local governments to conduct preliminary damage assessments.
4. Make FEMA aware of any specific Louisiana state requirements which would impact the program.
5. Coordinate with the other State agencies on matters involving Public Assistance. These agencies are listed in the State Emergency Operations Plan.

B. Post Declaration Activities

1. Disaster Annex to Administrative Plan – A separate disaster specific annex is prepared and included in this Plan for each declared disaster event. These Annexes include unique declaration information for the disaster such as, Federal and State cost share, Preliminary Damage Assessment results, Staff/Personnel estimations, and Large/Small Project thresholds.
2. Notifying Potential Applicants – In accordance with 44 CFR § 206.207(b)(ii), potential Applicants will be notified of PA opportunities via letter, fax, electronic communication and available media. GOHSEP officials, working with Parish Presidents, Mayors, and local Emergency Management Coordinators, will notify potential applicants of assistance available and the date and time of the applicant's briefings in their areas. GOHSEP maintains a website, <http://www.ohsep.louisiana.gov>, which is accessible by all potential applicants, and has developed an additional website, <http://www.louisianapa.com/index.cfm>, which provides specific PA Program information relative to Disasters 1603 and 1607.
3. Applicants' Briefing – The State will conduct the initial Applicants' Briefing shortly after the disaster declaration in accordance with 44 CFR § 206.207(b)(iii)(A). General Public Assistance Program eligibility and requirements will be discussed at this time. The SPAO, in conjunction with FEMA, are responsible for scheduling and conducting briefings for all potential Applicants. This initial briefing is a significant part of the grant process and must be accomplished prior to the start of damage surveys. The initial briefing will be conducted from Baton Rouge by VTC and will be available to the declared disaster areas. All available public

information outlets will be utilized to inform those affected State and Local agencies about the Applicants' Briefing. It will be scheduled to accommodate the attendance of all potential Applicants. The SPAO will arrange for use of facilities. A Schedule for Applicants' Briefing will be populated and provided in each declaration attachment. As a backup, the State will make available the Applicants' Briefing in Microsoft PowerPoint® format at <http://www.ohsep.louisiana.gov>. Information to be presented at Applicants' Briefings includes:

- a. Request for Public Assistance: RPA forms report damages suffered by Applicants and assist in determining the number and types of recovery teams needed. The Applicant must file a Request for Public Assistance (RPA, FEMA Form 90-49), **Attachment #2**, with the State within 30 days from the date of the Federal declaration designating the area as eligible for PA. Requests submitted after this 30-day period will be reviewed and, if warranted, forwarded to FEMA for consideration. The State may request an extension to the filing deadline. GOHSEP will encourage the applicant to complete the RPA at the applicant's briefing, but will accept RPA via mail, fax or preferably submitted through louisianapa.com.
 - b. W9 Tax ID Number Form: A completed and current W-9 must be provided to GOHSEP at the earliest opportunity in order for Applicant payments to be processed by the State. **Attachment #3**
 - c. Designation of Applicant's Agent: The Applicant completes this form as soon as possible after the RPA has been completed. The Applicant's Agent should be knowledgeable in program administration and emergency management; and must arrange for a local representative to show the Federal and State inspection team the damaged areas. The agent may be required to travel to the JFO, State EOC, or Parish EOC in order to accomplish follow-up actions on the project application. The Mayor, Chief Elected Parish Official, other governmental official, or PNP Principal representing the legal entity submitting an application for Federal assistance must sign the Designation of Applicant's Agent form, **Attachment #4**. This form, and other required documents, must be completed prior to receipt of any payment.
 - d. Applicant Assurance Form: Completion of the Parish/Local Official Certification Document is required for project construction or procurement from outside resources, such as contracts. **Attachment #5**
4. Kickoff Meetings – The Kickoff Meeting will be scheduled with each Applicant. This meeting also initiates the 60-day timeframe during which the Applicant has the opportunity to identify damage and disaster-related costs. FEMA's Federal Public Assistance Coordinators will contact the Applicant and coordinate with the

State's Applicant liaison to set up a Kickoff Meeting in the Applicant's locality after the submission and approval of the Applicant's Request for Public Assistance form. During this meeting, the Applicant is advised of what records must be kept, cost estimating procedures are reviewed; the project formulation and project validation processes are also explained at this time. Applicants are expected to provide a specific list of damages.

5. Applicant Eligibility Determinations - In compliance with 44 CFR §206.207 (b)(iii)(C), the State will assist FEMA in screening all potential Applicants for eligibility. As stated in 44 CFR § 206.222, eligible Applicants under the PA Program are:
 - a. State agencies, local governments, and governmental entities.
 - b. Indian tribes or authorized tribal organizations.
 - c. PNP organizations that have an IRS tax exemption letter or a State PNP certification (i.e. Articles/Certificate of Incorporation). Special utility districts must provide a copy of the legislation that grants the district taxing authority. Eligible PNPs must own or operate educational, utility, emergency, medical, custodial care, or essential governmental service facilities. Essential governmental service facilities are defined as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service of a governmental nature. Guidelines for eligibility of PNPs can be found in 44 CFR § 206.221. The PNP questionnaire is **Attachment #6**.

C. Project Worksheet (PW) Preparation

1. The State will participate at all levels in the PA Project Worksheet process. The levels of State involvement include:
 - a. Conducting PDAs to serve as a basis for writing PWs and obligating funds to Sub-grantees
 - b. Assisting FEMA and/or the Applicant in developing scopes of work and cost estimates
 - c. Assigning an Applicant Liaison and/or Specialist
 - d. Participating in the project validation process
 - e. Providing State support as needed (personnel to assist with highly technical projects and/or to resolve disputes)
 - f. Assisting the Applicant and FEMA in identifying hazard mitigation opportunities and requirements as provided by Section 406 of the Stafford Act.
2. The Applicant/Sub-grantee will be:
 - a. Responsible for identifying all damages.

- b. Encouraged, if capable, to prepare Small Project PWs
 - c. Responsible for providing all insurance information as soon as possible.
 - d. Responsible for identifying projects that are anticipated to cost more than the Large Project threshold amount in repair costs.
 - e. Required to address pertinent environmental and historic preservation requirements, insurance coverage, floodplain management issues and hazard mitigation opportunities.
 - f. Required to apply for and obtain all necessary environmental permits.
 - g. Responsible for complying with all Federal, State, and local insurance requirements.
3. If an Applicant has submitted some Small Project PWs within the first 30 days and has justified extenuating circumstances that prevent the submission of all PWs for Small Projects within the first 30 days, FEMA may extend the deadline. These extensions are made on a case by case basis and may not extend beyond 60 days from the Kickoff Meeting.
 4. The Applicant will report any additional damages that were not previously identified to the SPAO within 60 days of the first substantive meeting with FEMA and the State (Kickoff Meeting). FEMA will grant the Applicant an extension of time to report additional damages on a case by case basis if FEMA determines it is warranted. The SPAO or SCO will request any such extension on behalf of the Applicant and include justification for the requested extension.
 5. The State will notify FEMA of any Special Considerations and/or technical assistance requirements needed to facilitate project approval.
 6. PW supporting documentation of estimated eligible costs and /or actual eligible costs as appropriate should be attached to all submitted PWs, in addition to any documentation to clarify the scope of work. GOHSEP will provide each applicant with sample expense claim forms for submitting actual costs. The applicant may submit their own expense summaries as long as they contain the requested information.
 7. GOHSEP will notify FEMA of re-inspection required or requested by applicants.
 8. **Attachment # 7** is the Project Worksheet form.

D. Public Assistance Administration

1. Grant Approval – The State will submit to FEMA an “Application for Federal Assistance” (SF 424) and an “Assurances for Construction Programs” (SF 424D), **Attachments # 8, 9**, in order to receive Federal funding. Approved PWs will be the basis for issuing sub grants to eligible Applicants in accordance with the cost sharing provisions established in the FEMA-State Agreement.
2. Project Application – After PWs are obligated, the State will be responsible for the final processing and distribution of the project application and for initiating

payments. The State will forward the relevant project application forms to the Applicant for signature. All forms must be returned to the State prior to award of the Grant. Listed below are the forms that will be included in the Project Application. Many of these forms may also be downloaded from <http://www.ohsep.louisiana.gov> and <http://www.louisianapa.com>.

- a. GOHSEP Cover Letter
 - b. Request for PA (FEMA Form 90-49)
 - c. Designation of Applicant's Agent
 - d. Assurances and Agreements
 - e. State/Sub-grantee Project Application Agreement
 - f. Project Application Summary
 - g. Applicant checklist
 - h. Obligation Report
 - i. Project Worksheets
 - j. Project Completion and Certification Report
3. Project Funding and Requirements
 - a. Small Projects – Approved projects estimated to be less than the Large Project threshold amount established by FEMA are considered Small Projects. FEMA will adjust this amount annually to reflect changes in the Consumer Price Index for all Urban Consumers and publish it in the Federal Register before October 1. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster. Funding for Small Projects will be based on the PW estimate. The State will disburse funds to the Applicant after FEMA approves and obligates the PW and the Applicant completes the grant application between the Sub-grantee (Applicant) and the Grantee (State). Standards for financial management systems are found specifically in 44 CFR § 13.20(a) and (b). The State will pay 100% of the Federal Share obligated based on Small PW estimates.
 - b. Large Projects – Approved projects estimated to be equal to or greater than the Large Project threshold amount are considered Large Projects. FEMA will adjust this amount annually as indicated in the preceding section. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster. Large Project funding is based on documented actual costs. Because of the complexity and nature of most Large Projects however, work typically is not complete at the time of FEMA approval. Therefore, Large Projects initially are approved based on estimated costs. Funds generally are made available to the Applicant on a progressive payment basis as work is completed. When all work associated with the project is complete, the State performs

a reconciliation of actual costs and transmits the information to FEMA for final funding adjustments. Approved final funding will be obligated to the State following FEMA's approval of the PW and disbursed to the Applicant based upon submission of documentation of eligible costs.

- c. Advance of Funds – An Applicant may request an advance of funds on an approved Large PW by completing the "Advance of Funds Request" form, **Attachment # 10**. The Applicant must have a strong justification for the requested funds, such as anticipated contractor bills, or force account payrolls to meet. The total advance for any one PW will not exceed 75% of the estimated project cost as reflected on the approved PW. An advance request will be processed for payment once it has been approved by the State. The Applicant will be required to refund, through the State to FEMA, any part of an advance that is not supported by cost documents and/or expended for the approved scope of the PW within 30 days of receiving the deobligation notice from the State. This complies with 44 CFR § 206.207 (b) (iii) (I), and 44 CFR § 13.21.
- d. Immediate Needs Funding (INF) – This is a partial advance on emergency work items identified during the PDA. When a PDA is conducted, only those eligible Applicants who were surveyed are eligible to receive INF. If a PDA has not taken place, the State may identify eligible Applicants to receive INF funding. The State may request funding for these Applicants on their behalf. INF is designed to assist the Applicant in dealing with its urgent needs that will require payment within the first 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula: (Emergency Work Amount x 50% x appropriate Federal cost share = INF) If an applicant receives INF, the INF amount is later deducted from the grants of the Applicant's Category A and B projects. The Grantee is responsible for disbursing INF to eligible Applicants.
- e. Insurance Implications - The State Insurance Coordinator will work with the FEMA Insurance Specialist to ensure compliance with all Federal Regulations.
 - i. Insurance Requirements – 44 CFR § 206 Subpart I establishes requirements which apply to disaster assistance provided by FEMA prior to approval of a FEMA grant for the repair, restoration, or replacement of an insurable facility or its contents damaged by a major disaster.

- ii. Eligible costs shall be reduced by the amount of any insurance recovery actually received or anticipated, relating to eligible costs. FEMA will base its determination of eligible costs on whether the insurance settlement is reasonable and proper.
- iii. The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility. If an eligible facility, that is located in the Special Flood Hazard Area (SFHA), is not covered for flood then the maximum amount that the building could be insured for will be deducted for the structure and its contents. The maximum deduction for insurance is \$500,000 for structure and \$500,000 for contents or the value of the damages whichever is less.
- iv. If eligible damages are greater than \$5,000, an Applicant must obtain and maintain insurance to cover the facility for the hazard that caused the loss in the amount of the eligible damage to the facility. Assistance will not be provided under Hazard Mitigation Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major disaster unless all insurance required by FEMA as a condition of previous assistance has been obtained and maintained. The deductible amount or damages in excess of the NFIP limits or for flood damaged items not covered by standard NFIP policy will be eligible.
- f. Sub-Grantee Administrative Allowance- On November 13, 2007 FEMA made effective 44CFR part 207 which stipulates the Grantee will determine the Administrative allowance for applicants managing Public Assistance grants. GOHSEP will provide an administrative allowance to all sub-grantees based on the total eligible amount of their grant on a sliding scale basis.

Total Amount of PA Program Funds	Allowance
First \$100,000	3 percent
Next \$900,000	2 percent of that 900,000
Next \$4,000,000	1 percent of that \$4,000,000
Funds in excess of \$5,000,000	½ percent of the excess

- g. Recouping of Federal Funds – If an approved PW is completely or partially deobligated, the Applicant will be notified as soon as possible.

Reimbursement by the Applicant to the State will be requested after a supplemental PW version (deobligating the approved funding) is processed. If the discovery of the overpayment occurs when the disaster is still open and the funds are already drawn down, GOHSEP will reduce the next drawdown or offset other approved PW's for the amount overpaid to the Applicant. If the disaster is closed and GOHSEP discovers an overpayment, the funds will be returned to FEMA via a warrant within a reasonable period of time exercising appropriate due diligence.

4. Funding Options

- a. Improved Projects: If an Applicant desires to make improvements, but still restore the pre-disaster function of a damaged facility, the State is authorized to make a determination on an Applicant's request to conduct an Improved Project. However, such a request must be coordinated with FEMA to ensure compliance with national historic preservation and environmental laws. This request must contain the following:

Reason for requesting an Improved Project

1. Description of the proposed work, a schedule of work, and cost estimates
2. Information adequate to establish compliance with special requirements including, but not limited to, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endangered species, and insurance.

Federal funding for such improved projects will be limited to the Federal share of the approved estimate of eligible costs. An Improved Project may be requested for both Small and Large Projects, but must be approved by the Grantee prior to construction. Any project that results in a change from the pre-disaster configuration (that is, different location, footprint, function or size) must be approved by the State and coordinated with FEMA prior to construction to ensure completion of the appropriate environmental and/or historic preservation review. Grantee approval must be held pending such a review. Federal funding for improved projects is limited to the Federal share of the estimated costs associated with repairing the damaged facility to its pre-disaster design. Justified time extensions may be approved. The balance of the funds is a non-Federal responsibility. Funds to construct the improved project can be combined with a grant from another Federal agency; however, Federal grants cannot be used to meet the Grantee or local cost-share requirement. Applicant can only request an improved project on permanent work. If a request for an

Improved Project is denied, the Applicant will be notified, in writing, as to why the request was denied and advised of their right to appeal the determination.

- b. Alternate Projects: If an Applicant determines that the public welfare would be best served by not restoring a public damaged facility or the function of that facility, the Applicant can submit a request to the State for an Alternate Project. The State will review the request for eligibility and will ensure that the request contains the following information before forwarding it to FEMA (for approval) with the appropriate recommendation:

- 1. Reason for requesting an Alternate Project
- 2. Description of the proposed work, schedule of work, and cost estimates
- 3. Necessary assurances to document compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, historic preservation, hazard mitigation, protection of wetlands, endangered species, and insurance.

The Alternate Project option may be proposed for both Small and Large Projects, but only for permanent restoration projects located within the declared disaster area. All requests for Alternate Projects must be made within 12 months of the Kickoff Meeting and approved by FEMA prior to construction, unless such time period is otherwise waived. Alternate Projects are eligible for 75% of the Federal share of the approved Federal estimate of eligible costs. The share of the costs may be increased to 90% for publicly owned or controlled facilities where unstable soils are present at the site of the damaged facility. The proposed Alternate Project may not be located in the regulatory floodway as defined in applicable local ordinances, and will have to be insured if located in the 100-year floodplain. Funding may not be used for operating expenses or to meet the nonfederal share of any project. Section 406 Hazard Mitigation funds cannot be applied to an Alternate Project. An environmental assessment will be performed for all Alternate Projects.

- 5. Project Time Limitations: The Grantee will work to ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:
 - a. Emergency Work (Category A – B) = 6 months
 - b. Permanent Work (Category C – G) = 18 months

6. **Project Time Extensions:** An Applicant may request a time extension of any approved PW by submitting a written request to the State. Such a request must be submitted in writing prior to the completion date currently in effect. The State may grant a time extension if the reason for delay is based on extenuating circumstances or unusual project requirements beyond the Applicant's control, as long as the additional time requested does not exceed the following time frames:
 - a. Emergency Work = an additional 6 months (for a total of 12 months)
 - b. Permanent Work = an additional 30 months (for a total of 48 months)
 - c. The State will notify FEMA of all time extensions that have been approved. Requests for time extensions beyond the State's authority will be forwarded to FEMA, in writing, for determination with the State's recommendation in accordance with the requirements of 44 CFR § 206.204 (d). Work performed after the last approved completion deadline is subject to having funding reduced or withdrawn. Requests for time extensions to the performance period will be considered but will not be granted automatically. The request must be submitted 60 days prior to the expiration date of the performance period
7. **Project Completion**
 - a. Upon completion of a Large Project, the Applicant will be required to submit a Project Cost Summary to the State that lists all labor, equipment, materials, and contract costs associated with making needed repairs. The State will conduct a review of the project documentation to verify the compliance with applicable bid laws, or in default, thereof, a determination of reasonableness of costs, and the project will be paid in accordance with these findings and any other applicable regulations.
 - b. Upon completion of all approved work, the Applicant will be required to submit the Project Completion and Certification Report to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.
 - c. If an approved project is not completed, the Applicant will be required to return the Federal and State funding that was provided for that project. If an approved PW is completely or partially deobligated, the Applicant will be notified as soon as possible. Reimbursement to the State will be requested once a supplemental PW deobligating the approved funding is processed.
8. **Cost Overruns:** Cost overruns may occur during the execution of approved work. Sub-grantees may find that project costs are exceeding the approved project

estimates. Applicants are responsible to notify GOSHEP quarterly of cost overruns.

- a. Small Project: The State will verify all significant cost overrun appeals submitted by the Applicant by conducting a review of all approved Small Project worksheets within the Applicant's Project Application. The State will base its recommendation for additional funding on the information obtained during the review and will forward a report to FEMA for the final determination. Generally, a review will not be conducted for an individual Small Project. If the Small Project overrun exceeds more than 10% of the total of approved funding for all Small Projects of an Applicant, GOHSEP shall review the final costs for all such Small Projects. Cost eligible for reimbursement will be determined from final actual eligible project costs (whether an overrun or an underrun) and will be adjusted at the time actual eligible costs for all Small Projects are determined for the requestor (normally the Sub-grantee, but may also be the Grantee). A Sub-grantee must submit an appeal for additional funding within 60 days following the completion of all its small projects.
 - b. Large Project: Per 44 CFR § 206.204 (e) (2), the Sub-grantee must evaluate each cost overrun and, when justified, submit a request for additional funding through the State to the Regional Administrator (RA) for a final determination. All requests for the RA's approval will contain sufficient documentation to support the eligibility for all claimed work and costs. The State shall include a written recommendation when forwarding the request. The RA will notify the State in writing of the final determination.
 - c. The Sub-grantee is ultimately responsible for evaluating any cost overruns, and will submit a Request for Additional Funds to the ADD, Disaster Recovery when justified (within 60 days for a Small Project). All such requests shall contain sufficient documented justification or support the eligibility of all claimed work and costs. Upon completion of both Small and Large Projects, the State will send a written "Certification of Project Completion" to the FEMA Regional Administrator.
9. Disputes/Conflict Resolution : In order to expedite funding and minimize Applicant appeals, the following conflict resolution process should be followed:
- a. The Applicant should notify the State of unresolved issues.
 - b. The State Applicant Liaison should work to resolve the issue with the Applicant. If the issue remains unresolved, the State Applicant Liaison should notify the State PAO.

- c. The State Applicant Liaison should work to resolve the issue with the PAO.
 - d. Only after all these steps have been taken will the Applicant be referred to the appeal process.
- 10. Appeals: Upon receipt of an appeal from the Applicant, the State will review the material submitted, make such additional investigations as necessary, and will forward the appeal with a written recommendation to FEMA within 60 days, in accordance with 44CFR 206.206. The State instructs the applicant to send all appeals through the State Coordinating Officer. The Applicant will submit an appeal within the following timeframes:
 - a. Any FEMA determination – 60 days from the date of receipt of written notice of the determination being appealed
 - b. Any State determination on Time Extensions – 60 days from the date of receipt of written notice of the determination being appealed
 - c. Second/Final Appeal – 60 days from the date of receipt of written notice of the determination made on the first appeal
- 11. Final Inspections: A final inspection will be conducted once the Applicant certifies to the State that all funds were expended and that all work as described in the project Scope of Work is complete. Based on the type of work involved, the State reviewer may be authorized to conduct the final inspection at the time the project is being reviewed. For those projects of a technical nature, a qualified member of the applicable State agency or a Technical Assistance Contractor will conduct a final inspection. The final inspection should be completed as soon as practical following the final report from the Applicant.
- 12. Audit Requirements and Financial Reviews: Audit requirements will be in accordance with 44 CFR Part 14, 44 CFR Part 206 and OMB Circular A-110, as appropriate.
 - a. A review of all large projects and those small projects with significant cost overruns will be conducted by members of the GOHSEP Public Assistance staff once those projects are completed.
 - b. Applicants expending \$500,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit in accordance with the Single Audit Act Amendments of 1996, OMB A-133. Applicants are required to provide the assigned cognizant State agency and GOHSEP a copy of the Single Audit Report.

E. Financial Management

The State of Louisiana has an established accounting system that is sufficient to expend and account for all funds. Although the State must expend and account for grant funds in accordance with applicable State laws and procedures, the ADDRGOHSEP will also ensure the State and Sub-grantee fiscal control and accounting procedures are sufficient to meet the minimum requirements of 44 CFR Parts 13 and 206

The FEMA-State Agreement and 44 CFR Parts 13 and 206 establish procedures and requirements for State administration and management of the grant. The ADDRGOHSEP will ensure that the Grantee and all Sub-grantees comply with content of these documents throughout the PA process.

The Sub-grantee will be paid on a reimbursement basis for Large Projects. The federal portion of project worksheets will be withdrawn from SmartLink by the State. Funds will be drawn from Smartlink as requests for reimbursements are submitted and approved. The Disaster Recovery Finance Manager, GOHSEP, will process the SF 270 or SF 271 for an advance or reimbursement on a quarterly basis. Close coordination will be required to monitor excess funds, and return such funds to FEMA on a quarterly basis. The Disaster Recovery Finance Manager, GOHSEP, using SmartLink draw-downs as source documentation, will generate the PSC 272 Federal Cash Transaction Report on a quarterly basis. Funds drawn from SmartLink will be maintained in a non-interest bearing account. As per 44 CFR 13.41 (c)(3), Grantee and Sub-grantee should be aware of regulations pertaining to advances and cash on hand in excess of 3 days' needs.

On a quarterly basis, the trial balance maintained by the Financial Officer will be compared with the accounting records of the Senior Accountant to ensure proper reconciliation on all grant awards. Any interest generated over \$100 will be returned to FEMA. Financial reporting will be done using SmartLink draw-down reports, quarterly reports, trial balance, SF 20-10, SF 269, and any other documents as needed.

Funds will be tracked using the Reimbursement Statements, trial balance reports, Sub-grantee quarterly reports, and the final close out.

In accordance with 44 CFR § 13.20, § 13.21, § 13.36, and Part 206, the following provides further information concerning disaster recovery financial management procedures set in place by the State.

The GOHSEP, as Grantee, shall administer and manage funds awarded to the Sub-grantee. All payments will be processed by GOHSEP in a timely manner to ensure that Sub-grantees receive all awards for disaster recovery operations.

The Federal portion of Small Projects will be paid immediately upon obligation by FEMA. The Federal portion and associated administrative fees of Large Projects will be processed on a request for reimbursement basis. Advance of Federal funds will only be approved by exception and where allowed by Federal regulation. The Sub-grantee must document that an advance for a Large Project is necessary for the work to be completed. The Request for Advance Funding will only be considered with compelling documentation to support the need and in only the amount necessary to accomplish the requested task. The GAR will be the approving authority for advance funding.

The following sequence reflects the receipt and obligation of Project Worksheets and the processing of Reimbursement Request Forms (RRFs) from Sub-grantees:

1. IT Support synchronizes selected NEMIS fields with www.louisianapa.com (LAPA).
2. Document Control scans the initial NEMIS PWs and uploads them into LAPA.
3. FEMA notifies GOHSEP electronically when a Project Worksheet (PW) has been entered into NEMIS. Once a PW is obligated by FEMA, the funds are available via SmartLink.
4. The Document Control Section distributes the package of obligated PWs to the DRS Team Leads who assigns the PW to a DRS. The DRS will conduct a review and initiate the development of documentation to support the scope of work identified in the PW.
5. As expenses are incurred, the Sub-grantee will submit a Reimbursement Request Form (RRF) which will be received by the assigned DRS for processing.
6. RRFs receive a cursory review by the Express Pay Section (EPS) and those RRFs that meet certain minimum standards are immediately routed to the Finance Section for payment.
7. Simultaneous to the processing to the Finance Section RRFs, the EPS will route all documentation to a designated DRS and the RRF receives a detailed review and document files are checked for invoices and other required documentation to support the payment request. If documentation is insufficient to support the RRF, the DRS suspends review and notifies the Applicant that further documentation/information clarification is required. If within 10 working days of the request for additional documentation or if the document review indicates ineligible expenses, a credit memo is issued by the DRS to offset future requests for payment.
8. During the finance process and the detailed review, all appropriate information is entered into LAPA.
9. Once the review is complete by the DRS, the RRF documentation is reviewed and approved by a DRS Team Lead or returned to the DRS for further documentation/information clarification.
10. Once reviewed by the DRS and DRS Team Lead, the Document Review Section will perform a quality control review. If there are no findings the RRF is returned to the DRS Group Lead to initiate payment processing by the Finance Section. If there are findings, the RRF is returned to the DRS Group Lead for further documentation/information clarification.

11. The Finance Manager reviews the RRFs and authorizes the creation of the Reimbursement Statement.
12. Once created, the reimbursement statement is reviewed and approved manually and electronically by the Finance Section.
13. The EPS will not authorize payment of more than 90% of the obligated funds of a PW until the project is complete and all documentation is reviewed. An Applicant who fails to provide sufficient documentation, who continuously submits RRFs for ineligible costs, or who otherwise can not demonstrate appropriate financial controls, may be removed from the Express Pay System and a detailed document review will be conducted prior to any payment.

GOHSEP retains copies of all documentation, including a copy of the check or payment voucher for EFTs, within the Sub-grantees' files. GOHSEP forwards the payment and corresponding documentation to the Sub-grantee in a timely manner.

The Sub-grantee must provide specific documentation for large projects. The requested documentation must include a summary of the nature of the payment request along with copies of supporting invoices. The request will also clearly identify the individual Project Worksheet number, justifications, and the amount requested, to include the Sub-grantee's portion and the signature of either the Applicant or the Applicants' Designated Agent.

GOHSEP will perform appropriate due diligence to comply with its regulatory responsibility as a Grantee to monitor Sub-grantee activities.

The Expense Review form will contain three (3) signature blocks prior to the reimbursement package being forwarded to the payment process, as follows: The Disaster Recovery Specialist will sign as the preparer, the Disaster Recovery Specialist Team Lead or Disaster Recovery Specialist Supervisor will sign as the Reviewer, and Document Review Section will sign indicating review and findings.

F. Property Control

Standards of procurement will be in accordance with Federal, State and local laws. The Property Officer will maintain accountability of all property in excess of \$5,000 in accordance with OMB Circular A-87 and the State of Louisiana Property Control Regulations.

G. Records and Reports

1. Progress Reports: The State will submit a Quarterly Progress Report to FEMA, which will contain the status of all Large Projects that have not received final

payment. The first quarterly report was submitted three months from the date the JFO opened. Quarterly reports will be based on a federal fiscal quarter and submitted by Sub-grantees to GOHSEP by the 15th day of the month following the end of such quarter. GOHSEP shall submit a quarterly report to FEMA by the 30th day of the month following the close of such quarter. The Disaster Recovery Division, GOHSEP, will maintain a database that reflects the current status of all projects to include those that have been closed out. This information is made available to FEMA Region VI quarterly or as requested in compliance with 44 CFR § 206.204 (f) and 44 CFR § 13.40, §13.20 (b)(6), § 13.41, § 13.42 and § 13.50.

2. Financial Status Report (FEMA 20-10): Quarterly and final financial reports will be submitted to FEMA for State-administered disaster assistance programs authorized by the Stafford Act. Financial Status Report (SF 269/SF 269A or FEMA 20-10). The State shall submit the financial reports to the FEMA regional office 30 days after the end of the first Federal quarter following the initial grant award. The Finance Section, GOHSEP, will submit Financial Reports to FEMA at least quarterly. Thereafter, reports are due January 30, April 30, July 30 and October 30. Financial Status Reports must permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes. The reports shall include a breakout of expenditures considered to be statutory administrative costs and/or State management administrative costs under 44CFR, 206.228. This complies with 44 CFR § 13.41.
3. Applicant and Project Closeout: The State will close each Applicant once all of its Small and Large Projects are closed out. Small Projects will be closed out in accordance with 44 CFR § 206.205(a), after the State has determined that all work has been completed, all necessary documents have been received, and any appeal for Small Project overruns has been reconciled. Large Projects will be closed out individually in accordance with 44 CFR § 206.205(b), after the State has determined that all work has been completed, all necessary documents have been received, the costs for each individual Large Project have been reconciled, all project payments have been made, and no further action is pending or anticipated (including litigation or lawsuits). The State will notify FEMA when all eligible funds have been paid to an Applicant and request Applicant Closeout. When all Applicants have been closed-out and all eligible Grantee funding has been reconciled (including statutory administrative costs and/or state management administrative costs), the State will send a letter to the RD. This will notify the RD of any unresolved funds, or any updated information within NEMIS, which will notify FEMA of any additional Federal funds available

for return in SmartLink. Once funds are processed, then the State will request that FEMA close out the PA Program for the disaster.

4. Record Retention: The Applicant will be required to keep complete records of all work (i.e., receipts, checks, job orders, contracts, insurance coverage and insurance payments, equipment usage documentation, and payroll information) used to support funding under the PA program for 3 years in compliance with 44 CFR § 13.20 (b)(6) and § 13.42.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Administrative Plan will be reviewed and updated annually. Amendments will be made to meet current policy guidelines, as required. Revisions will be forwarded to the

Regional Director of the Federal Emergency Management Agency. This is in compliance with 44 CFR §206.207(b)(3).

In accordance with 44 CFR §13.11, the State of Louisiana will amend this PA Administrative Plan whenever necessary to reflect current policy guidelines and any new or revised Federal statutes, regulations, or a material change in any State law, organization, policy, or State agency operation that is relevant to the State's administration of the PA Program. The State will obtain FEMA approval of the amended plan and its effective date.

The basic PA Plan will remain unchanged until new policy guidelines require revision. The disaster specific Annexes, however, will be added following each disaster declaration.

VII. SCHEDULE OF ATTACHMENTS

Attachment #1 is attached hereto. Copies of all other forms listed as attachments can be obtained electronically at www.louisianapa.com

Attachment	#1:	Organization Chart
Attachment	#2:	Request for Public Assistance
Attachment	#3:	W-9 Tax ID Number Form
Attachment	#4:	Designation of Applicant's Agent
Attachment	#5:	Applicant Assurance
Attachment	#6:	PNP Questionnaire
Attachment	#7:	Project Worksheet Form
Attachment	#8:	SF 424 Application for Federal Assistance
Attachment	#9:	Assurance
Attachment	#10:	Advance Funds
Attachment	#11:	Alternate / Improved Project Request

VIII. BUDGET INFORMATION

FEDERAL EMERGENCY MANAGEMENT AGENCY BUDGET INFORMATION -PUBLIC ASSISTANCE	
1.FEDERAL AGENCY AND ORGANIZATION	2. FEDERAL GRANT OR OTHER IDENTIFYING

ELEMENT TO WHICH REPORT IS SUBMITTED		NUMBER ASSIGNED
FEMA REGION VI		FEMA 1607 DR LA - Cindy
3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)		
Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Attn: Support Services 7667 independence Blvd Baton Rouge, LA 70806		
4. EMPLOYER IDENTIFICATION NUMBER		5. BUDGET PERIOD COVERED THIS REPORT
72-6000774		FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		75%
7. PROGRAM ACRONYM CFDA NUMBER		PA 97.036
8. STATE MANAGEMENT COST BY OBJECT CLASS		TOTAL BUDGET AMOUNT
Object Class	a. Personnel and Fringe Benefits	\$78,402
	c. Equipment	\$0
	d. Supplies	\$2,000
	e. Other	\$4,000
	f. Total Direct Charges	\$84,402
Source	Resources	
	g. State - 25%	\$21,100
	h. Federal - 75%	\$63,302
	i. Total Budget	\$84,402

ELEMENT TO WHICH REPORT IS SUBMITTED		NUMBER ASSIGNED
FEDERAL EMERGENCY MANAGEMENT AGENCY BUDGET INFORMATION - PUBLIC ASSISTANCE FEDERAL REGION VI		FEMA 1603 DR LA - Katrina
1. FEDERAL AGENCY AND 3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)	2. FEDERAL GRANT OR OTHER IDENTIFYING	

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
 Attn: Support Services
 7667 independence Blvd
 Baton Rouge, LA 70806

4. EMPLOYER IDENTIFICATION NUMBER		5. BUDGET PERIOD COVERED THIS REPORT
72-6000774		FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		100%
7. PROGRAM ACRONYM CFDA NUMBER		PA 97.036
8. STATE MANAGEMENT COST BY OBJECT CLASS		TOTAL BUDGET AMOUNT
Object Class	a. Personnel and Fringe Benefits	\$6,464,246
	c. Equipment	\$550,000
	d. Supplies	\$150,000
	e. Other	\$35,000,000
	f. Total Direct Charges	\$42,164,246
Source	Resources	
	g. State - 0%	\$0
	h. Federal - 100%	\$42,164,246
	i. Total Budget	\$42,164,246

**FEDERAL EMERGENCY MANAGEMENT AGENCY
 BUDGET INFORMATION -PUBLIC ASSISTANCE**

1.FEDERAL AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA REGION VI	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED FEMA 1607 DR LA -
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		RITA
3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)		
Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Attn: Support Services 7667 independence Blvd Baton Rouge, LA 70806		
4. EMPLOYER IDENTIFICATION NUMBER		5. BUDGET PERIOD COVERED THIS REPORT
72-6000774		FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		100%
7. PROGRAM ACRONYM CFDA NUMBER		PA 97.036
8. STATE MANAGEMENT COST BY OBJECT CLASS		TOTAL BUDGET AMOUNT
Object Class	a. Personnel and Fringe Benefits	\$1,140,749
	c. Equipment	\$92,500
	d. Supplies	\$75,000
	e. Other	\$6,177,000
	f. Total Direct Charges	\$7,485,249
Source	Resources	
	g. State - 0%	\$0
	h. Federal - 100%	\$7,485,249
	i. Total Budget	\$7,485,249

FEDERAL EMERGENCY MANAGEMENT AGENCY BUDGET INFORMATION -PUBLIC ASSISTANCE	
1.FEDERAL AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER

FEMA REGION VI		ASSIGNED FEMA 1668 DR LA - FLOODS
3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Attn: Support Services 7667 independence Blvd Baton Rouge, LA 70806		
4. EMPLOYER IDENTIFICATION NUMBER 72-6000774		5. BUDGET PERIOD COVERED THIS REPORT FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		75%
7. PROGRAM ACRONYM CFDA NUMBER		PA 97.036
8. STATE MANAGEMENT COST BY OBJECT CLASS		TOTAL BUDGET AMOUNT
Object Class	a. Personnel and Fringe Benefits	\$156,804
	c. Equipment	\$18,000
	d. Supplies	\$6,000
	e. Other	\$750,000
	f. Total Direct Charges	\$930,804
Source	Resources	
	g. State - 25%	\$232,701
	h. Federal - 75%	\$698,103
	i. Total Budget	\$930,804

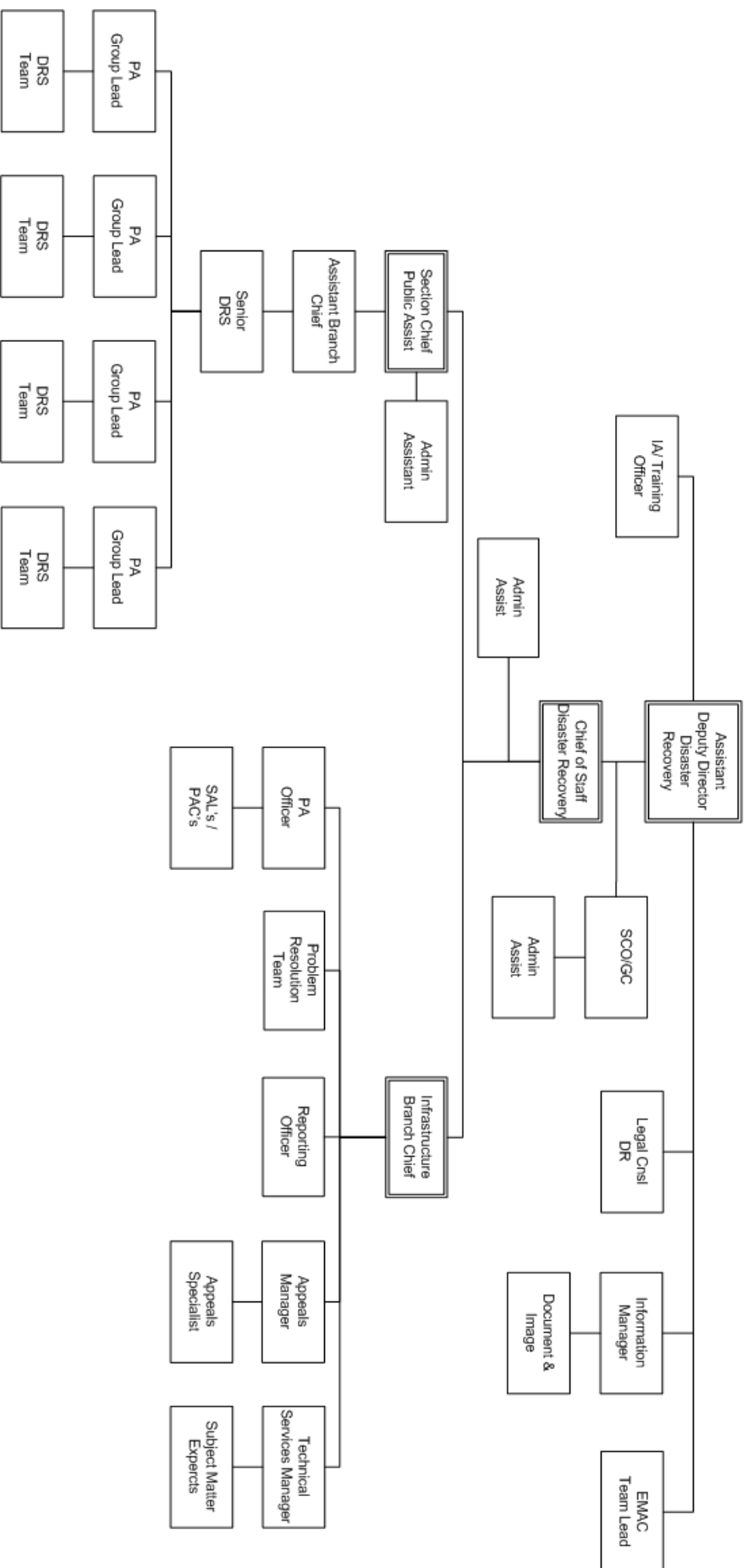
FEDERAL AGENCY MANAGEMENT AGENCY		FEDERAL AGENCY MANAGEMENT AGENCY
BUDGET INFORMATION - PUBLIC ASSISTANCE		Gustav
1. FEDERAL AGENCY AND ORGANIZATION (Name and complete address, including zip code) Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Attn: Support Services 7667 independence Blvd Baton Rouge, LA 70806		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED

Baton Rouge, LA 70806		
4. EMPLOYER IDENTIFICATION NUMBER		5. BUDGET PERIOD COVERED THIS REPORT
72-6000774		FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		100%
7. PROGRAM ACRONYM CFDA NUMBER		PA 97.036
8. STATE MANAGEMENT COST BY OBJECT CLASS		TOTAL BUDGET AMOUNT
Object Class	a. Personnel and Fringe Benefits	\$6,464,246
	c. Equipment	\$550,000
	d. Supplies	\$150,000
	e. Other	\$35,000,000
	f. Total Direct Charges	\$42,164,246
Source	Resources	
	g. State - 0%	\$0
	h. Federal - 100%	\$42,164,246
	i. Total Budget	\$42,164,246

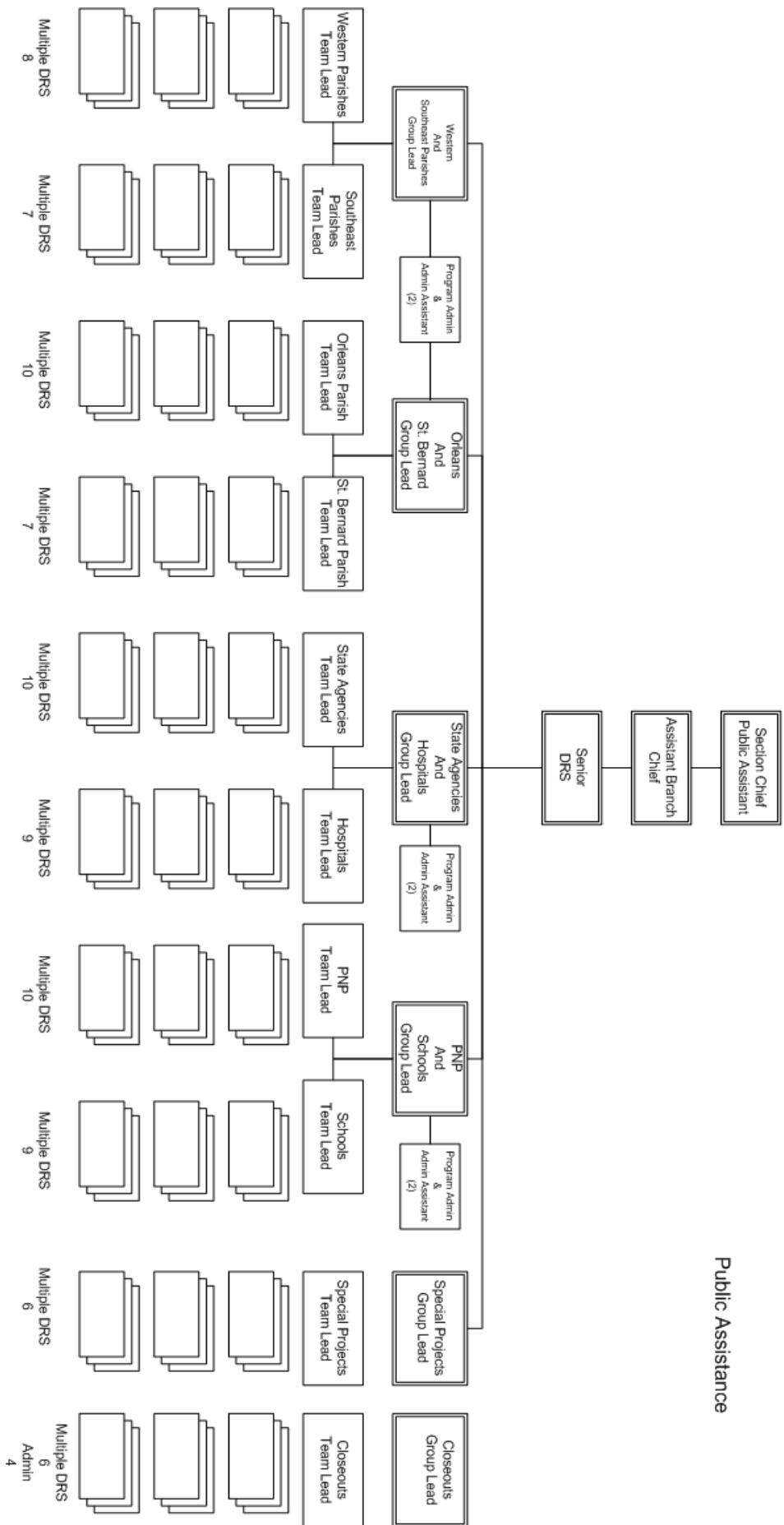
CFDA NUMBER		97.036
FEDERAL EMERGENCY MANAGEMENT AGENCY		TOTAL BUDGET AMOUNT
BUDGET INFORMATION - PUBLIC ASSISTANCE		
1. FEDERAL AGENCY AND ORGANIZATION Object Class ELEMENT TO WHICH REPORT IS SUBMITTED FEDERAL REGION VI	Benefits	\$6,464,246
	c. Equipment	\$550,000
	d. Supplies	\$150,000
	e. Other	\$35,000,000
	f. Total Direct Charges	\$42,164,246
3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)		
Source Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Ann Support Services 7667 independence Blvd Baton Rouge, LA 70806	Resources	
	g. State - 0%	\$0
	h. Federal - 100%	\$42,164,246
i. Total Budget		\$42,164,246
4. EMPLOYER IDENTIFICATION NUMBER		5. BUDGET PERIOD COVERED THIS REPORT
72-6000774		FROM: 10/1/07 TO 9/30/08
6. FEDERAL SHARING (%)		100%
7. PROGRAM ACRONYM		PA

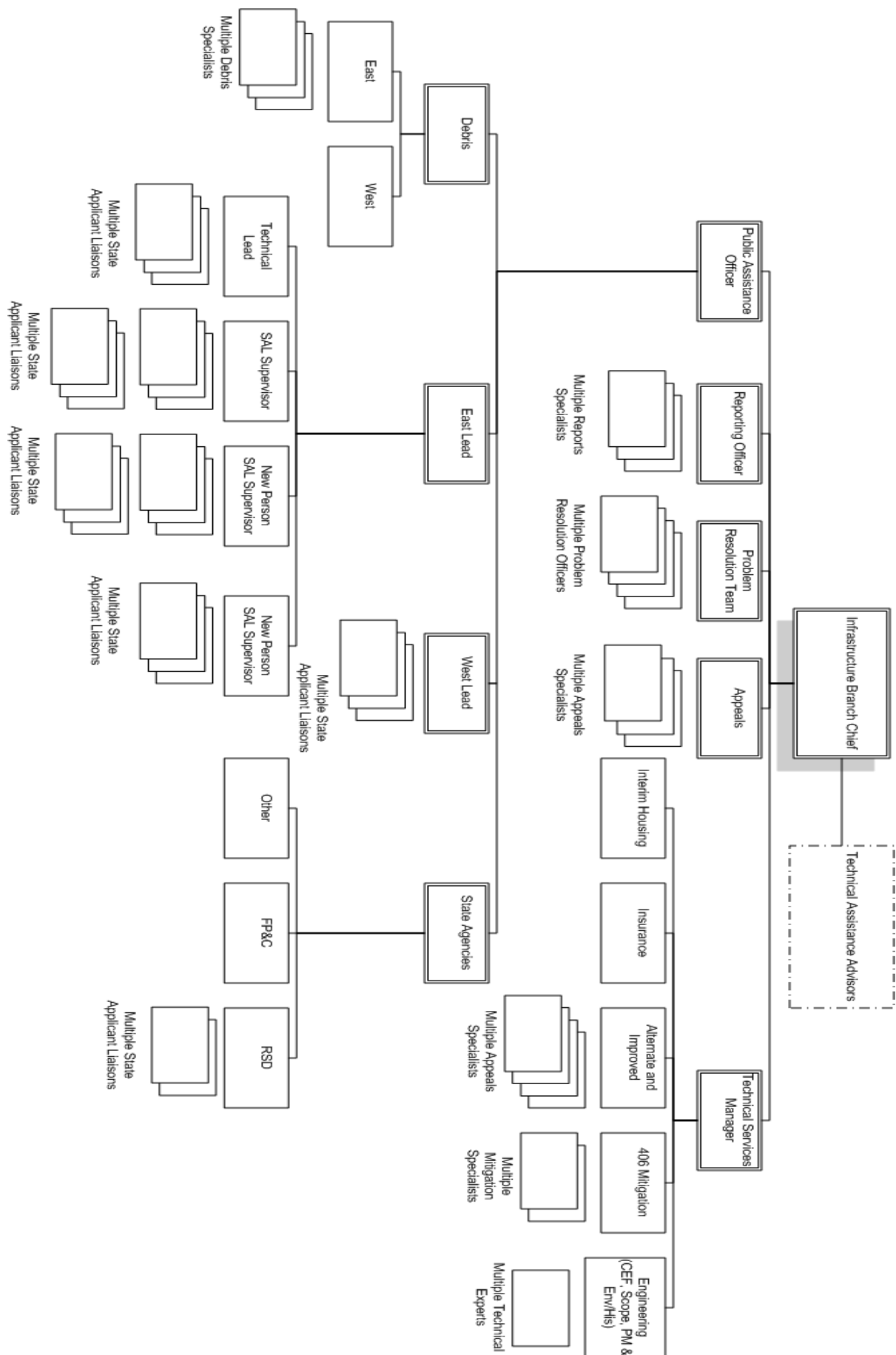
IX. ORGANZIATIONAL STRUCTURE

Governor's Office of Homeland Security Emergency Preparedness Disaster Recovery Division Public Assistance Organization



Public Assistance





Annex A
FEMA DR 1601 LA
Tropical Storm Cindy

I. Current Status: This is an update of the Annex originally submitted in December of 2006.

Applicants	Open	Closed
23	20	3
# of PWs	34	0
Cost Share	Obligated	Paid
75/25	\$3,077,974.36	\$1,140,219.88

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 1% of time to FEMA 1601 activities. GOHSEP will not use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Reconcile and make payments to all PWs.
- B. Begin closeout and financial review of PWs and close 20 PWs
- C. Complete grant closeout for 10 applicants.

Annex B
FEMA DR 1603 LA
Hurricane Katrina

I. Current Status: : This is an update of the Annex originally submitted in December of 2006.

Applicants	Open	Closed
2160	2160	0
# of PWs	17856	0
Cost Share	Obligated	Paid
100/0	\$6,927,567,790.45	\$3,700,513,391.03

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 45% of time to FEMA 1603 activities. GOHSEP will use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Continue to work with Regional FEMA staff to address versions to PWs
- B. Continue to identify opportunities for mitigation.
- C. Reconcile and make payments to all PWs.
- D. Begin closeout and financial review of PWs.
- E. Complete grant closeout for 100 applicants.

Annex C
FEMA DR 1607 LA
Hurricane Rita

I. Current Status: This is an update of the Annex originally submitted in December of 2006.

Applicants	Open	Closed
931	931	0
# of PWs	4463	0
Cost Share	Obligated	Paid
100/0	\$558,198,645.38	\$393,267,584.39

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 9% of time to FEMA 1607 activities. GOHSEP will use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Continue to work with Regional FEMA staff to address versions to PWs
- B. Continue to identify opportunities for mitigation.
- C. Reconcile and make payments to all PWs.
- D. Begin closeout and financial review of PWs.
- E. Complete grant closeout for 100 applicants.

Annex D
FEMA DR 1668 LA
Severe Flooding

I. Current Status: This is an update of the Annex originally submitted in December of 2006.

Applicants	Open	Closed
68	68	0
# of PWs	411	0
Cost Share	Obligated	Paid
75/25	\$10,821,459.87	\$6,830,754.99

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 1% of time to FEMA 1668 activities. GOHSEP will not use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Continue to work with Regional FEMA staff to address versions to PWs
- B. Reconcile and make payments to all PWs.
- C. Begin closeout and financial review of PWs and close 100 PWs
- D. Complete grant closeout for 20 applicants.

Annex E
FEMA DR 1786 LA
Hurricane Gustav

I. Current Status: This is the original Annex submitted for DR 1786 LA. These numbers represent the current status as of January 21, 2009.

Applicants	Open	Closed
890	890	0
# of PWs	595	0
Cost Share	Obligated	Paid
90/10	\$271,172,854.43	\$7,462,895.98

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 29% of time to FEMA 1786 activities. GOHSEP will use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Continue to work with FEMA staff to write initial and address versions to PWs.
- B. Continue to identify opportunities for mitigation.
- C. Reconcile and make payments to all PWs.
- D. Begin closeout and financial review of PWs.

Annex F
FEMA DR 1792 LA
Hurricane Ike

I. Current Status: This is the original Annex submitted for DR 1792 LA. These numbers represent the current status as of January 21, 2009

Applicants	Open	Closed
408	408	0
# of PWs	213	0
Cost Share	Obligated	Paid
75/25	\$27,930,025.88	\$0

II. Staffing Needs

The chart below reflects GOHSEP staffing of the recovery section. GOHSEP estimates staff will devote approximately 15% of time to FEMA 1668 activities. GOHSEP will not use contract staff on this disaster.

Positions	State Full Time	State Disaster Term	Total
PA Grant Administration & Support	25	175	200
Technical & Appeals Specialist	15	72	87
TOTALS	40	247	287

III. Goals for January 1, 2009 through December 31, 2009:

- A. Continue to work with FEMA staff to write initial and address versions to PWs.
- B. Continue to identify opportunities for mitigation.
- C. Reconcile and make payments to all PWs.
- D. Begin closeout and financial review of PWs.

**FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM
ADMINISTRATIVE PLAN**

January 22, 2009

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INTRODUCTION

The Fire Management Assistance Grant (FMAG) is a cost-matching grant available from the Federal Emergency Management Agency (FEMA). The Governor, or the Governor's Authorized Representative (GAR), initiates a request for this grant when a qualifying wildfire occurs within the state. FEMA defines what constitutes a qualifying fire and establishes procedures for applying for the grant. FEMA determines what entities may apply for sub-grants and defines the type of work that is eligible for reimbursement.

The FMAG does not cover all expenses created by a qualifying fire nor does it provide assistance to the private sector.

I. AUTHORITY

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5174 as amended (The Stafford Act)
- B. The Disaster Mitigation Act of 2000
- C. 44 Code of Federal Regulations (CFR)
- D. Louisiana Disaster Act of 1993, as amended
- E. Executive Order of the Governor
- F. State of Louisiana Emergency Operations Plan
- G. State of Louisiana Public Assistance Admin Plan

ELIGIBILITY

A. The Fire

FEMA determines whether or not a fire is eligible for the FMAG based upon information supplied by the state and the US Forest Service (USFS) Principal Advisor. These criteria are as follows:

1. The fire threatens such destruction as would constitute a major disaster (as defined by the Stafford Act) including threat to life, improved property (excluding secondary residences), critical habitats, and critical watersheds.
2. High fire danger conditions prevail making it likely that the fire will escalate.
3. State and local emergency response resources are fully committed to the emergency and remain committed throughout the incident period.

B. The Declaration Date and Incident Period

The Declaration Date of the fire is the date on which the FEMA Region VI Administrator declared that the fire in question is eligible for FMAG assistance. That date may or may not be the same as the start of the incident period.

The incident period of an eligible fire is the time from the start of the fire until it is controlled. The FEMA Region VI Administrator in consultation with the USFS Principal Advisor and the GAR, establishes the exact end of the incident period.

C. The Grantee

The FMAG is available to states and Indian Tribal Governments that establish, within a negotiated timeline, the following items:

1. A current FEMA-State Agreement for the FMAG.

FEMA prepares this document, based upon information supplied by the Grantee, for signature by the Governor. Each additional qualifying fire requires a supplementary page to this Agreement, also prepared by FEMA for the Governor's signature.

2. An All-Hazards Mitigation Plan accepted by FEMA Region VI.

The All-Hazards Mitigation Plan must address the wildfire hazard, contain a wildfire mitigation strategy, and list wildfire mitigation priorities.

3. A FMAG Administrative Plan accepted by FEMA Region VI.

The FMAG Administrative Plan must include the following:

- a. Identification of the state agency or agencies that have responsibility for program administration.
- b. Identification of staffing functions for the FMAG program, the sources of that staff, and who has management and oversight responsibilities.
- c. Procedures for the following:
 - (1) Notifying potential sub-grantees of the availability of the program.
 - (2) Assisting FEMA in determining sub-grantee eligibility.
 - (3) Submitting and reviewing sub-grantee applications.
 - (4) Processing payments for sub-grantees.
 - (5) Submitting, reviewing, and accepting sub-grantee performance and financial reports.
 - (6) Monitoring, closing-out, auditing, and reconciling sub-grantees cost records to determine actual costs.
 - (7) Recovering funds for disallowed costs.
 - (8) Processing appeals and time extension requests.
 - (9) Providing technical assistance to sub-grantees.

D. The Sub-Grantee

Funds for the FMAG flow through the grantee to sub-grantees. Sub-grantees may be any of the following:

1. State Agencies.

The principal sub-grantee in Louisiana is the Louisiana Department of Agriculture and Forestry. Other state agencies may include, but are not limited to: the Department of Corrections, the Department of Transportation and Development, and the National Guard.

2. Local Governments.

County and municipal governments may be sub-grantees if they had costs which occurred during the incident period for personnel overtime, equipment usage, materials, and other reasonable and necessary costs related to a declared fire. Such costs must not be recoverable from any other source.

E. Costs

All eligible work and related costs must occur within the incident period of a declared fire, with certain exceptions as noted. These costs are as follows:

1. Personal comfort and safety items normally provided by the state under field conditions for firefighter health and safety.
2. Firefighting supplies, tools, and materials expended or lost and not covered by insurance or replaced with comparable items.
3. Operation and maintenance of equipment which is publicly-owned, contracted, rented, or owned by volunteer fire departments and used in eligible firefighting activities to the extent that these costs are not included in applicable equipment rates.
4. Use of federally-owned equipment based on reasonable costs as billed by the federal agency and paid by the state.

5. Repair of equipment damaged in firefighting activities to the extent not covered by insurance.
6. Replacement of equipment lost or destroyed in firefighting activities to the extent not covered by insurance or replaced with comparable equipment.
7. Overtime labor for permanent or reassigned state and local government employees.
8. Regular time and overtime for temporary and contract employees hired to perform fire-related activities.
9. Travel and per diem of employees who are providing services directly associated with eligible fire-related activities.
10. Provision of field camps and meals when made available in place of per diem.
11. Pre-positioning federal, out-of-state, and international resources for up to 21 days prior to the start of the incident period when those resources are used in response to a declared fire. [Note: The state must notify FEMA immediately if pre-positioning costs are going to be claimed. FEMA may require additional documentation.]
12. Assistance given by local governments, Indian Tribes, or other state agencies in support of firefighting activities for a declared fire including, but not limited to, the following:
 - a. Police barricading and traffic control.
 - b. Extraordinary Emergency Operations Center expenses.
 - c. Evacuation and sheltering.
 - d. Search and rescue.
 - e. Arson investigation.
 - f. Public information.
 - g. Limited removal of trees that pose a threat to the general public.
 - h. Temporary repair of damage caused by firefighting activities including, but not limited to, the following:
 - (1) Repairs to bulldozer lines, camps, and staging areas.
 - (2) Repairs to damaged facilities such as fences, buildings, bridges, and roads. [Note: All temporary repairs must be completed within 30 days of the end of the incident period.]
13. Mobilization and de-mobilization costs.
14. Fires on co-mingled federal/non-federal land where the state has responsibility for suppression activities under a written agreement with the responsible federal agency.

ADMINISTRATION

A. State Agency Responsibility

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) has the responsibility for administration of the FMAG. The Louisiana Department of Agriculture and Forestry provides the State Disaster Recovery Chief (SDRC) with technical assistance and assists GOHSEP in coordinating the grant application.

B. Staffing

1. The staff of GOHSEP will collaborate to achieve a timely completion of all activities related to the request for a FMAG.
2. The State Coordinating Officer, or personnel designated by the SDRC, will confer with personnel from other agencies as needed, to determine if the threat to human life, improved property, critical habitats, and critical watersheds appears to be sufficient to justify the FMAG request.
3. The SDRC will consult the GAR and the State Forester, or their designees, for their approval of FEMA Form 90-58 (Request for Fire Suppression Assistance) before sending it to FEMA Region VI.
4. The SDRC will prepare an Executive Order for the Governor's signature to declare the fire an Emergency for purposes of authorizing use of state resources in emergency actions and covering the state portion of the non-federal cost match.

C. Grant Management

1. The SDRC or designated personnel by the SDRC, will collaborate regarding details of grant funding, budgeting, agreements with sub-grantees, and other administrative matters.
2. The SDRC or designated personnel by the SDRC, will coordinate with other agencies regarding grant funding, budgeting, and other administrative details.
3. The GAR bears the ultimate responsibility for administration of the FMAG according to FEMA and state guidelines and procedures.
4. The SDRC or designated personnel by the SDRC, will perform or direct the following actions, with modifications to suit the requirements of a given situation:

- a. Contact all potential sub-grantees, including affected local governments, Indian Tribes, and state agencies that played a part in fire response and related emergency protective measures.
- b. Inform potential sub-grantees that they may apply for assistance under the FMAG and explain the type of expenses which may be eligible.
- c. Provide potential sub-grantees a copy of this plan.
- d. Assist FEMA in determining sub-grantee eligibility.
- e. Have each potential sub-grantee fill out a Request for Public Assistance (RPA). [Note: The SDRC must send all completed RPAs to FEMA within 30 days of the end of the incident period.]
- f. Advise potential sub-grantees on the type and extent of cost records that are required to determine their actual eligible costs for a given fire. [Note: Sub-grantees must maintain separate records for each eligible fire.]
- g. Collect cost records from each potential sub-grantee and write Project Worksheets for them.
- h. Ensure all Project Worksheets are accurate and costs are eligible before sending them to FEMA.
- i. Send Project Worksheets to FEMA as soon as they are complete
- j. Prepare for each sub-grantee an Applicant Grant Agreement stipulating the sub-grantee's willingness to comply with all federal and state regulations for grant recipients.
- k. Maintain a master file for each sub-grantee containing the Agreement, Project Worksheets, back-up documentation, correspondence, financial records, and other pertinent information. [Note: The SDRC should provide the sub-grantee with copies of all paperwork.]
- l. Develop and submit Budget Adjustment Requests to ensure that funding is properly budgeted.
- m. Request payments for sub-grantees as soon as all documentation is completed and funds are ready to disburse.
- n. Ensure that federal funds are drawn down in a timely manner.
- o. Maintain a financial summary sheet for each FMAG.
- p. Enter payment data into NEMIS (National Emergency Management Information System).
- q. Provide quarterly performance and financial reports to FEMA no later than the last day of the month following the end of a quarter.
- r. Assist sub-grantees in providing cost records to avoid the need to request a time extension from FEMA.
- s. Ensure all documentation is accurate prior to sending the final payment.
- t. Close-out each sub-grantee according to FEMA guidelines.
- u. Reconcile all sub-grants based upon records in the master files, NEMIS reports, and GOHSEP financial reports.
- v. Remind sub-grantees of their obligation under the Single Audit Act.

- w. Remind sub-grantees of their obligation to keep project records for at least three years from the date of their final payment, during which time they may be required to provide their files for audit by FEMA or the state.
- x. Request prompt refund to the state of any funds that were paid in excess of the final allowed amount or were found by audit to be ineligible.
- y. Work with all applicants to assure that all recovered funds are returned to FEMA.
- z. Advise sub-grantees of their rights of appeal.
- aa. Receive and review appeals from sub-grantees.
- bb. Submit appeals to FEMA within statutory deadlines.
- cc. Advise sub-grantees of the appeal outcome.
- dd. Consider time extension requests and recommend extensions to FEMA if appropriate.
- ee. Advise sub-grantees of the outcome of their request for a time extension.
- ff. Coordinate technical assistance to the sub-grantee when requested.
- gg. Provide comprehensive program guidance to sub-grantees.

Obligation of Funds

- A. The SDRC will collect documentation from each sub-grantee in support of its actual eligible costs for a declared fire and submit for processing.
- B. The SDRC will summarize this information on FEMA Form 90-91 and send it to the FEMA Region VI Office in Denton, Texas.
- C. FEMA will review the data and obligate the funds on a Project Worksheet (PW).
- D. If the costs are not approved, FEMA will request more documentation.
- E. No funds will be obligated for any sub-grantee until the fire cost threshold is met or exceeded for that fire unless the cumulative fire cost threshold has already been met for declared fires which occurred previously during the same year. (The fire cost threshold for Louisiana is \$145,700 and the cumulative fire cost threshold is \$500,000.)
- F. Project Worksheets that meet or exceed \$1 million must be approved by FEMA Headquarters, which will result in a delay before the funds can be obligated.
- G. Project Worksheets that meet or exceed \$20 million must be reported to Congress, which will result in a delay before the funds can be obligated.
- H. Project Worksheets must be based on actual costs, not on ICARS (Incident Command Accounting and Reporting System) estimates.

Deadlines

- A. Submission of RPAs
 - 1. Sub-grantee to SDRC: As soon as possible (30 days max.)
 - 2. SDRC to FEMA: 30 days from the declaration date

- B. Submission of cost records
 - 1. Sub-grantee to SDRC: As soon as possible
 - 2. SDRC to FEMA: 18 months from the declaration date

FEMA-State Requirements

- A. Louisiana All-Hazards Mitigation Plan

The Louisiana All-Hazards Mitigation Plan must be approved by FEMA Region VI prior to allocation and obligation of funds for any FMAG. The All-Hazards Mitigation Plan must specifically address wildfire mitigation and wildfire hazards as well as prioritize state wildfire mitigation projects. Louisiana currently has an approved plan with FEMA Region VI and it does address wildfire mitigation.

- B. FEMA-State Agreement for FMAG

Each calendar year, FEMA will prepare a new FEMA-State Agreement for FMAG based upon information supplied by the state. Each qualifying fire will be identified in a one-page supplement to the FEMA-State Agreement. [Note: This is a completely separate FEMA-State Agreement than any other FEMA-State Agreement.]

- C. Fire Management Assistance Grant Administrative Plan.

FEMA requires that the state have an accepted FMAG Administrative Plan prior to the obligation of any funds.

Plan Update and Maintenance

- A. GOHSEP will update the FMAG Administrative Plan annually and provide the revised plan to FEMA Region VI no later than January 31.
- B. The GAR may accelerate the updating of the plan if conditions require it.
- C. The SDRC will distribute copies of the current plan to all interested parties.